

Message Text

LIMITED OFFICIAL USE

PAGE 01 STATE 261691

21

ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 OC-01 CCO-00 /029 R

DRAFTED BY S/S-S:REHECKLINGER

APPROVED BY S/S: JPMOFFAT

S - DCGOMPERT

DESIRED DISTRIBUTION

S/S, EUR

----- 010363

R 271658Z NOV 74

FM SECSTATE WASHDC

TO AMEMBASSY BRUSSELS

INFO USMISSION NATO

LIMITED OFFICIAL USE STATE 261691

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAM WILL SUPPORT SECRETARY'S VISIT TO BRUSSELS. THEY WILL ARRIVE TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. ADVANCE TEAM SHOULD BE LODGED WHERE SECRETARY'S PARTY WILL STAY. ANOTHER S/S TEAM CONSISTING OF RICHARD HECKLINGER AND BONNIE KUHR WILL ARRIVE ABOARD SECRETARY'S

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 261691

PLANE.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO ENSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. FIFTEEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. FIFTEEN COPIES OF ENGLISH-LANGUAGE NEWSPAPER AND FIFTEEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

4. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 261691

INGERSOLL

LIMITED OFFICIAL USE

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 27 NOV 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: golinofr
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE261691
Document Source: CORE
Document Unique ID: 00
Drafter: S:REHECKLINGER
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D740345-0883
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t1974116/aaaaafbc.tel
Line Count: 108
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: golinofr
Review Comment: n/a
Review Content Flags:
Review Date: 11 APR 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <11 APR 2002 by izenbei0>; APPROVED <14-Aug-2002 by golinofr>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- MENTS
TAGS: OVIP, (KISSINGER, HENRY A)
To: BRUSSELS
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005